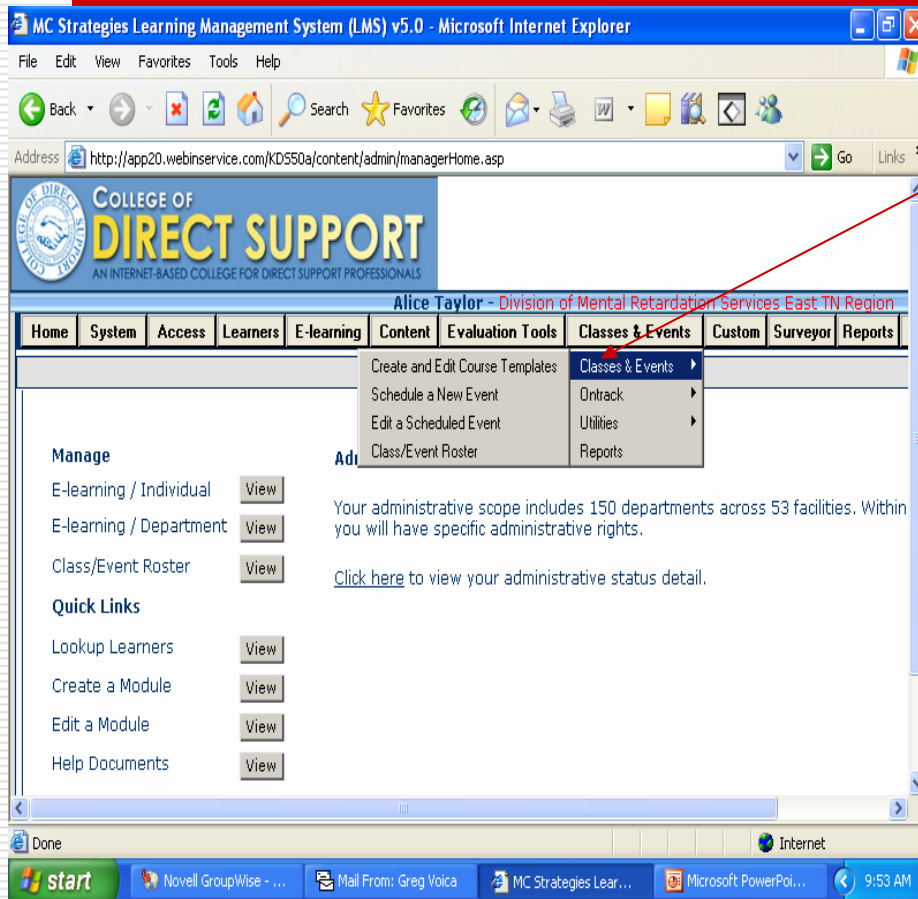# College of Direct Support Learner Transcript

Instructions for adding First Aid, CPR, Medication Administration or any other class to the Learner's CDS Training Transcript (8/08)
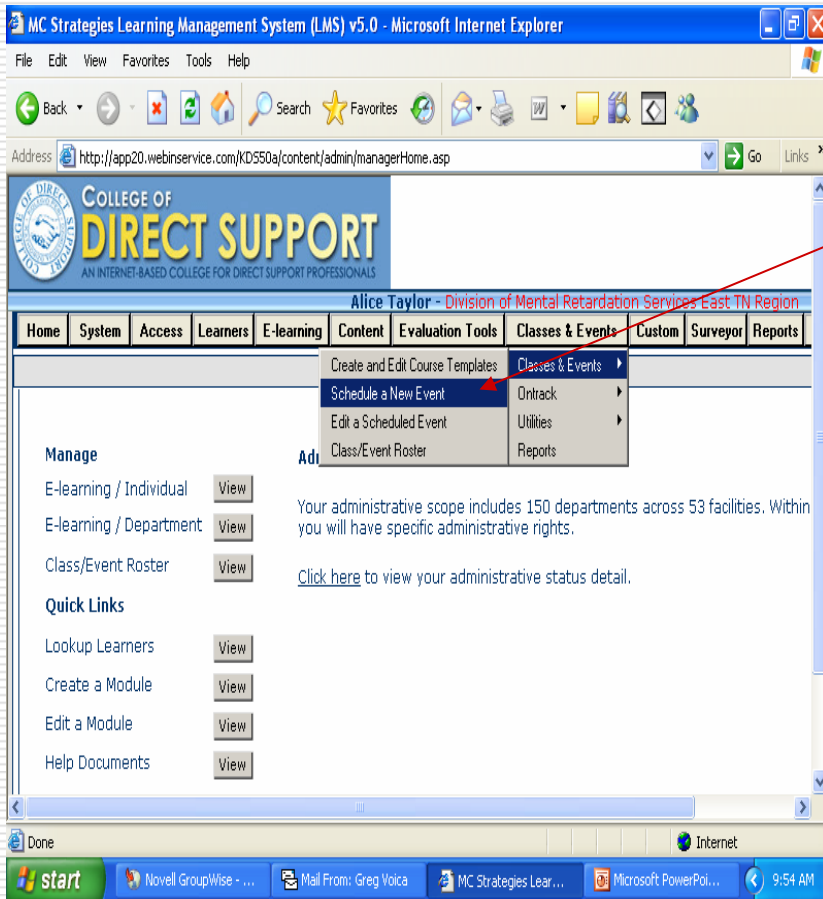
Classes and Events

☐ Click on "Classes and Events" tab

☐ A drop down box will appear – select "classes and events"

Classes and Events

☐ Select "schedule new event" in the second box that is displayed.

Classes and Events

- **A query box will be displayed-(see area within the black box)**
- **Type the course name "Medication, CPR or First Aid"**
- **Click on the Search button**
- **Make sure you have "All" facilities being searched**

Classes and Events

□ Your search should then provide the class that matches your request.

□ Select the class you wish to add and click on it.

Classes and Events

- The next screen will provide you the class information.
- Complete the requested fields
- Click on "Save Event"

Classes and Events

☐ You will then be instructed to enroll learners

Classes and Events

- Enter the learner's last name and click on "list learners"
- You will click the box beside the selected learner

Classes and Events

☐ After enrolling each learner in the selected class you will click the tab that says "Roster"

☐ This will provide you the list of enrollees you have enrolled in the class
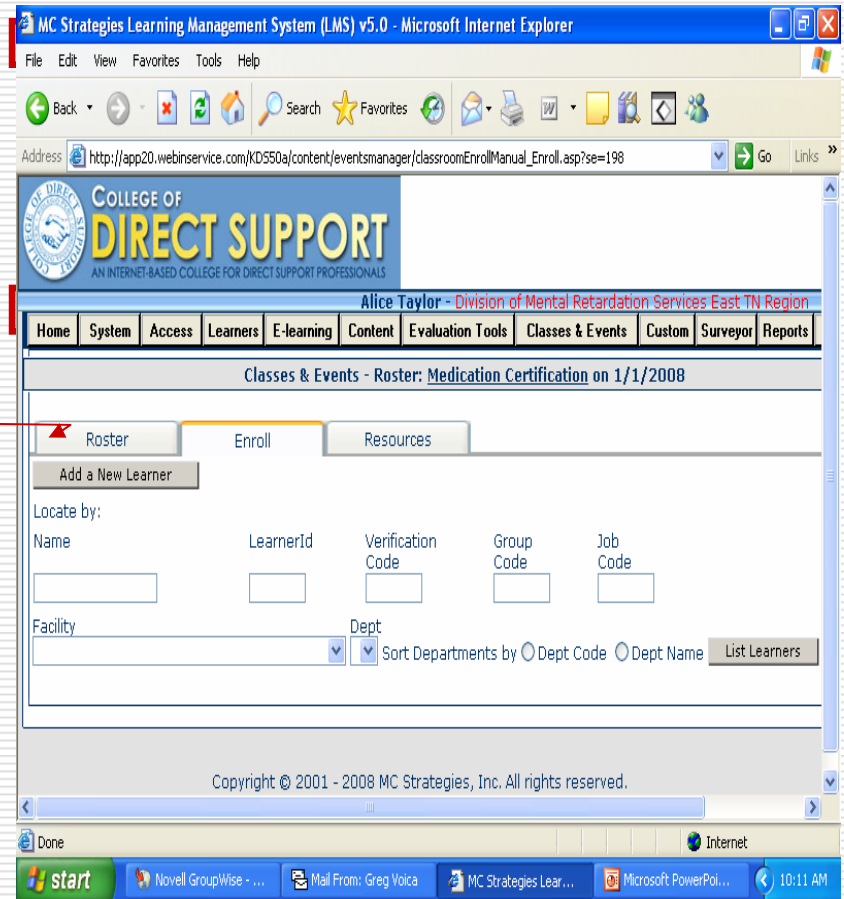
Classes and Events

☐ Upon verifying you have all the learners enrolled, click "Complete Event"

☐ This will then transfer the class information to the learner's training transcript